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GENERAL CIRCULAR NUMBER 2013-010

DATE: April 12, 2013

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Changes to the Pay Plan

Please be advised that changes have been made to the State Civil Service Classification and Pay Plan as proposed in General Circular No. 2012-023. These changes were considered and approved by the State Civil Service Commission at its public pay hearing on October 3, 2012. Also, where necessary, the Governor has granted approval. For an outline of these changes, please refer to the attachments below.

EFFECTIVE DATE OF CHANGES: April 19, 2013

All necessary actions resulting from these changes should be completed within 90 days of the effective date. In addition, any related agency pay polices should be updated in this timeframe. Human Resources Directors should refer to the "HRInfo" section of the SCS website for implementation charts and instructions. If there are any questions concerning the subject matter of this General Circular, please contact Chris Deer, Compensation Division Administrator, at (225) 342-8083.

Sincerely,

s/Shannon S. Templet
Director

JOBS ADDED TO THE PAY PLAN

| JOB CODE | JOB TITLE | PAY SCHED | PAY LEVEL |
|---------------------|----------------------------------|----------------------|----------------------|
| 172900 | Crime Laboratory Analyst 4 | TS | 313 |
| 172910 | Crime Laboratory Deputy Director | TS | 318 |

JOB PAY GRADE CHANGES TO THE PAY PLAN

| JOB CODE | JOB TITLE | FROM SCHED | FROM LEVEL | TO SCHED | TO LEVEL |
|---------------------|-------------------------------------|-----------------------|-----------------------|---------------------|---------------------|
| 166510 | Crime Laboratory Analyst Supervisor | TS | 314 | TS | 315 |

JOB SPECIFICATION CHANGES TO THE PAY PLAN

| JOB CODE | JOB TITLE |
|---------------------|-------------------------------------|
| 166500 | Crime Laboratory Analyst 3 |
| 166510 | Crime Laboratory Analyst Supervisor |
| 166520 | Crime Laboratory Manager |